

YOUTH SERVICES POLICY

Title: Consultation with Colleges and Universities Next Annual Review Date: 08/26/2015	Type: D. Community Based Services Sub Type: 10. Supervision Number: D.10.23
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References: ACA Standard 2-7019 (Juvenile Probation and Aftercare Services); Requests for Statistical Information; Collection of Fees for Reproduction of Public Records and Statistical Reports	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 08/26/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To ensure contact with local institutions of higher learning is maintained through Community Based Services (CBS).

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, and employees of Community Based Services (CBS)

IV. DEFINITIONS:

Community- Based Services (CBS) - Formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

Regional Managers - Managers of the CBS offices located throughout the state.

V. POLICY:

CBS shall make reasonable efforts to initiate and maintain contacts with local colleges and universities through a designated liaison at the unit level.

Regional Managers are responsible for the development of additional procedures to implement this policy.

VI. PROCEDURES:

- A. Each CBS Regional Manager shall designate a staff liaison to initiate contact with local colleges and universities. Contacts can prove beneficial to both CBS and the university by utilizing the resources each has available.
 - 1. CBS may use the university resources for the following:
 - a. Training and staff development;
 - b. To incorporate faculty and student expertise in program development; and
 - c. To expand its pool of volunteers.
 - 2. CBS may offer the following:
 - a. Guest lecturers for criminal justice classes;
 - b. Statistical data for research pursuant to YS Policy No. A.3.3; and
 - c. A place for student internships and practicum's.
- B. The liaison shall establish and maintain a file for each college and university in the region, with documented contacts and correspondence.
- C. When CBS is advised of a workshop or seminar sponsored by the college or university which is relevant to YS' mission, the information shall be shared with other CBS Regional Managers.

Previous Regulation/Policy Number: D.10.23

Previous Effective Date: 12/03/2011

Attachments/References: